Visitors to the Schools

While the District encourages visits by Board members, parents, and citizens from within and without the District to all District buildings, all visitors are required to report to the administration or principal’s office upon entering any District building, and it is expected that such visitors will arrange their visitations with school officials ahead of time. Parent visitors will receive a map and schedule of their child’s classes and meet with a school administrator who can answer any questions they may have. If parents desire to follow the schedule of their child on a given day, they shall inform the school one (1) day prior to the visit. This will allow each teacher to be informed of the visit and give parents an opportunity to receive information so they will have a clear understanding of the topics being presented on the day of the visit.

To ensure the continuity of the educational process and guard against classroom interruption, delegations of professional visitors desiring to visit District schools or any particular school program should make advance arrangements through the Superintendent or designee. The Superintendent or designee then can make the necessary arrangements to have someone assist them in their visit.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

In order to protect the educational processes, health, safety, academic learning and discipline of the pupils, the Board authorizes the administration of the District to screen for possible law violations. Visitors to all elementary schools will submit to verification through approved offender screening software. Visitors to other District buildings may also be subject to offender screening. The principal or other building administrator shall determine the appropriateness of the visitation.

Visits to individual classrooms during instructional time shall be permitted only with the principal’s and teacher’s approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher’s conference or prep time.

Loitering/Unauthorized Persons

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of
District policy may lead to removal from the building or grounds and denial of further access to District buildings or grounds.

Employees shall report to the principal any person loitering on or near a school building or school grounds. The principal may request such unauthorized individual leave or remove him or her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the Superintendent’s office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross Reference: 4320 Disruption of School Operations
4420 Sex Offenders

Policy References: I.C. § 33-512 Governance of Schools

Policy History:
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Revised on: